

PLANT OPERATOR III

General Statement of Duties: Supervises the personnel in the operation of the Water Pollution Control Plant of the Public Works Department.

Distinguishing Features of the Class: This is a responsible supervisory position. Responsible for assigning and directing plant employees who perform the various tasks necessary for effective operation and maintenance of the City's water pollution control facilities. Work is performed under general supervision and requires considerable independent judgement and initiative.

Areas of Accountability:

1. Directs assigned activities of the Treatment Plant Division.
 - Assigns and supervises plant operators, mechanics, and laborers in specific operational and maintenance tasks;
 - Ensures that maintenance practices, policies and procedures of the division are followed.
2. Directs and coordinates activities of subordinates under his/her supervision.
 - Directs employees under his/her control in accordance with Personnel, Equal Employment -Opportunity, and Affirmative Action policies and union contracts;
 - Reviews and evaluates the employees under his/her supervision;
 - Reprimands employees for minor infractions of work rules and department procedures; recommends other disciplinary actions to the superintendent;
 - Maintains open communications with employees and supervisors.
3. Assures appropriate use and care of equipment utilized by employees under his/her direction.
4. Trains employees under his/her supervision.
 - Orientates new employees with regard to work rules, safety procedures, and care and use of equipment and tools;
 - Provides regular on-the-job instruction concerning maintenance procedures and use of equipment.
5. Supervises the activities of the division.
 - Provides recommendations (written reports when appropriate) in his/her area of authority and expertise;
 - Serves as an active member of City-wide and departmental management staff teams created to deal with specific problem issues;

- Coordinates activities under his/her control with other division activities.
- 6. Maintains appropriate records.
- 7. Investigates citizen complaints.
- 8. Makes budget recommendations to the superintendent.
- 9. Performs additional duties as may be required.

Required Knowledge, Skills and Abilities: Considerable knowledge and skill in the operation and maintenance of water pollution control facilities; demonstrated ability to plan, schedule, assign, and supervise the work of others; to communicate effectively; and to maintain effective working relations with supervisors, subordinates, and the general public.

Acceptable Experience and Training: Prefer one year of post-secondary technical training in mechanical or electrical technology and three year's work experience in water pollution control. Any combination of education and experience which provides the required knowledge, skills and abilities may be accepted. A Class III Plant Operator's license issued by the State of Iowa and a valid chauffeur's license are required.